

Policy of Open, Transparent and Merit-based Recruitment of Researchers (OTM-R) at the Jerzy Maj Institute of Pharmacology, Polish Academy of Sciences Kraków, 31.03.2020

I. Introduction

The Jerzy Maj Institute of Pharmacology of the Polish Academy of Sciences (IP PAS), that was established in 1974 (from 1954 the Department of Pharmacology PAS), is currently a leading scientific centre in Poland specializing in neuropsychopharmacology. Research activities undertaken in 14 departments, laboratories and state-of-the-art animal facility are focused on investigating abnormalities in the nervous system and discovering novel biologically active agents, that affect the nervous system and could be used in the treatment of psychiatric and neurological disorders.

Research priorities at the Jerzy Maj Institute of Pharmacology cover: depression, schizophrenia, addiction from drugs of abuse and natural rewards as well as chronic pain. The Institute is also involved in conducting research on anxiety, post-traumatic stress, neurodegenerative and immune-endocrine processes as well as phytochemistry. The line of research adopted by our centre is connected with searching for innovative therapeutic strategies and biomarkers for selected pathological processes occurring in the nervous system applying genomics, proteomics and transcriptomics.

The Jerzy Maj Institute of Pharmacology has established procedures for Open, Transparent and Merit-based Recruitment for Researchers (OTM-R).

OTM-R policy is based on the following acts and regulations effective at IP PAS:

1. The Act of 26 June 1974 – The Labour Code (J.L. of 2019, item 1040, as amended).
2. The Act of 30 April 2010 on the Polish Academy of Sciences (J.L. of 2019, item 1183, as amended).
3. The Act of 20 July 2018 – The Law on Higher Education and Science (J.L. of 2020, item 85, as amended).
4. The Act of 3 July 2018 – Provisions implementing the Law on Higher Education (J.L. of 2018, item 1669, as amended).
5. The Act of 27 August 2009 – The Law on Public Finances (J.L. of 2019, item 869, as amended).
6. The Act of 10 May 2018 on the Protection of Personal Data (J.L. of 2019, item 1781).
7. Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) (OJ L 119, p. 1).
8. Regulations for holding competitions for research and managerial positions at the Institute of Pharmacology PAS.
9. Criteria for candidates applying for research positions recommended by the Board of Directors at the Institute of Pharmacology PAS and assessed by the Scientific Council Committee for

Research Staff at the Institute of Pharmacology PAS effective of 1 January 2018.

10. Regulations on the remuneration of employees at the Jerzy Maj Institute of Pharmacology PAS.
11. Regulation of the Minister of Science and Higher Education of 25 September 2018 on the minimum monthly basic salary for a professor employed in a public institution (J.L. of 2018, item 1838).
12. Work regulations at the Institute of Pharmacology PAS in Kraków.
13. Regulations on the protection of personal data at the Institute of Pharmacology PAS.
14. Anti-Mobbing Policy at the Institute of Pharmacology PAS in Kraków.
15. Resolution of the Council of Ministers of 19 December 2017 on the Government Programme for Combating Corruption for 2018-2020 (J.L. of 2018, item 12).
16. Regulations for holding competitions established by external institutions: National Science Centre (NCN), National Centre for Research and Development (NCBR), Ministry of Science and Higher Education (MNiSW).

The following sections of this document cover detailed guidelines on the successive stages of the recruitment process.

II. The open competition procedure

1. A competition notice and processing applications

The Jerzy Maj Institute of Pharmacology of the Polish Academy of Sciences makes every effort to publish competition notices that include a detailed description of required knowledge and qualifications, avoiding excessively technical language that could discourage potential candidates. A competition notice also covers the information on working conditions and risks associated with a given position as well as opportunities for career advancement. Moreover, a competition notice features information on the recruitment process, the number of vacancies and professional development. The time between job posting, issuing an invitation to submit applications and deadline for sending applications is long enough to enable candidates to compile and submit necessary documents.

The first stage of the recruitment involves submitting a written request to initiate the recruitment process by the head of the organisational unit/grant holder that provides basis for drafting a competition notice. Pursuant to the principles of "Recruitment" and "Transparency" included in the Code of Conduct for the Recruitment of Researchers (<https://www.euraxess.pl/pl/poland/pracodawcy/karta-ikodekspracodawcy>) job advertisements published by the Jerzy Maj Institute of Pharmacology of the Polish Academy of Sciences (Annex No. 3) cover the following information:

- name of the organisational unit/unit holding the competition,
- name and specific nature of the position,
- anticipated start date of employment,
- researcher's career profile (R1-R4) with required and desirable competencies,
- description of required knowledge and professional experience,

- the number of vacancies,
- description of the scope of duties and responsibilities,
- working conditions,
- place of work,
- type of employment contract,
- procedures and deadlines for posting a competition notice, submitting applications, concluding a competition,
- contact details.

The final deadline for submitting applications expires within minimum 14 working days of the date of posting a competition notice. In the case of project employment other deadlines might be imposed.

Competition notices are posted on the website of the Jerzy Maj Institute of Pharmacology of the Polish Academy of Sciences (<http://if-pan.krakow.pl/>) in the tab “public information – work”, EURAXESS portal (<https://euraxess.ec.europa.eu/jobs/search>), websites maintained by the Ministry of Science and Higher Education (<http://www.bip.nauka.gov.pl/nabor-kandydatow-dojednostek-podleglych-pan-oraz-instytutow-badawczych/>) and in the case of projects – on websites run by the National Science Centre (<https://www.ncn.gov.pl/baza-ofert/>). Additionally, it is permissible to post competition notices in newspapers, scientific journals with global reach and websites run by scientific societies, both in Polish and English.

The Selection Committee is responsible for evaluating candidates based on submitted documents and taking a decision on conducting job interviews, provided that it is necessary or stipulated in the terms and conditions of a competition.

The Jerzy Maj Institute of Pharmacology of the Polish Academy of Sciences pays special attention to giving candidates enough time before a job interview to make travel arrangements and prepare for the interview. The information on significant changes or delays in the recruitment process is delivered to all candidates by sending a sufficient advance notice by e-mail.

2. Selection committees

Selection committees at the Jerzy Maj Institute of Pharmacology of the Polish Academy of Sciences are appointed by the Director of the Institute (in the case of project employment, members of the Selection Committee are elected by a project manager). Members of the Selection Committee demonstrate extensive specialized knowledge and a high level of competency. Provided that it is feasible and practicable, the members of the Selection Committee are elected embracing the principles of gender equality and based on having suitable experience in evaluating candidates. Selection committees are appointed for all researchers’ career profiles (R1-R4). Selection committees are independent, no conflict of interest exists between committee members and the decisions taken are objective and supported by the evidence.

In accordance with the Regulations for holding competitions for research and managerial positions at the Institute of Pharmacology PAS in Kraków (**Annex No. 1**), the Selection Committee

shall consist of at least three members. Mandatory members of the Selection Committee shall include:

- the Director of the Institute or her/his representative,
- the Head of the Scientific Council Committee for Research Staff at IP PAS or her/his representative,
- the head of the organisational unit submitting a written request to initiate the recruitment process or other person appointed by the head representing that unit.

In the case of project employment, it is mandatory to include a project manager in the Selection Committee (the Head of the Committee – pursuant to the regulations effective in the unit financing the project).

In the case of competitions for the position of professor or institute professor, the head of the Selection Committee shall hold the academic title of professor and be employed on the position of professor, and the majority of the Selection Committee members shall include persons employed on professors' positions, who are experts in the same academic discipline as a candidate or related one. It is permissible to appoint external experts to the Selection Committee who are not employed at IP PAS.

The Selection Committee is responsible for recruiting, assessing candidates, participating in job interviews and recommending a successful candidate. Members of the Selection Committee are obliged to maintain confidentiality of the information obtained in the course of the competition procedure.

3. Candidate selection

Candidates entering a competition shall submit the following documents (depending on the position and in accordance with the Criteria for candidates applying for research positions recommended by the Board of Directors at the Institute of Pharmacology PAS and assessed by the Scientific Council Committee for Research Staff at the Institute of Pharmacology PAS effective of 1 January 2018 – **Annex No. 2**):

1. application for employment on a given position;
2. personal data form for applicants;
3. scientific CV;
4. copy of a Master's/doctoral/habilitation diploma/ the act granting the academic title of professor;
5. opinion of a Master's/doctoral thesis advisor or a supervisor;
6. list of candidate's scientific achievements;
7. list of publications and conference communications;
8. list of research grants supervised by a candidate or that candidate participated in, including research results;
9. scientific self-portrait;
10. certificate confirming the knowledge of the English language, provided that a candidate holds one;
11. declaration acknowledging that IP PAS shall be a primary place of employment of a candidate and granting consent for being included in the number of employees referred to in Article 265,

sections 4-5 of the Act of 20.07.2018 – The Law on Higher Education and Science.

12. consent for personal data processing.

Depending on the specific nature of a given position other documents may be required. Competition notices are verified with regard to content and meeting formal terms by an employee of the Human Resources Unit and the Director for Research with unconditional compliance with the Labour Code, in particular the Article 18^{3a} § 1, including a guarantee providing that “employees should be treated equally in relation to establishing and terminating an employment relationship, employment conditions, promotion conditions, as well as access to training in order to improve professional qualifications, in particular regardless of sex, age, disability, race, religion, nationality, political beliefs, trade union membership, ethnic origin, creed, sexual orientation, as well as regardless of employment for a definite or indefinite period of time or full time or part time employment”.

The non-discrimination principle on the grounds of race, sex, disability, nationality, age, religion, political beliefs is applied on each stage of the recruitment process – from posting a competition notice, during establishing working relationship, throughout the period of employment and after termination of employment.

4. Holding job interviews and taking a decision on employing a candidate

After the expiry of a deadline for submission of documents and short-listing candidates who fulfil criteria set forth in a competition notice, the Selection Committee may take a decision on conducting job interviews with candidates. A job interview provides candidates with an opportunity to present current/the latest research and plans with regard to task that a candidate would undertake on a given position. Next, the candidate responds to questions framed by the members of the Selection Committee. A job interview shall cover only substantive questions that do not concern candidate’s personal life.

The selection process shall take account of the entire candidate’s professional experience. In the case of candidates having wide experience, the Selection Committee may focus on selected achievements, depending on the criteria defined in a competition notice.

Candidate assessment shall be fair and objective, based solely on the requirements specified in a competition notice.

5. The minutes and resolution of the Selection Committee seating

The opinion of the Selection Committee is taken by means of issuing a resolution (**Annex No. 5**) adopted in a secret ballot by an absolute majority of votes (paper ballots).

The minutes from the Selection Committee seating (**Annex No. 4**) shall include the following information:

- the number of candidates taking part in the completions, candidates' names and surnames,
- the list of documents submitted by candidates that were subjected to assessment,
- information on fulfilling formal and substantive terms and conditions set forth in the Competition rules,
- justification for selecting the best candidate,
- voting results with regard to individual candidates.

Holding competition by the Selection Committee shall lead to recommending the employment of the highest-scoring candidate to the Director of the Institute.

The Director of the Institute is responsible for concluding the competition.

6. Feedback information

The information on completing the recruitment process is sent to all candidates who entered the competition. An e-mail sent to candidates includes gratitude for participating in the recruitment process. In the case of a large number of candidates the information on completing the competition procedure is posted on the Institute's website.

The candidates hold the right to familiarise with the content of the minutes and resolution of the Selection Committee.

III. ANNEXES

ANNEX No. 1

Consolidated text of the Regulations for holding competitions for research and managerial positions at the Institute of Pharmacology PAS in Kraków (including amendments adopted by means of a resolution implemented by the Scientific Council at the Institute No. 18/IV/12 of 20 March 2012 and No. 49/VI/16 of 21 June 2016)

§ 1

Pursuant to Art. 91, point 1-5 of the Act of 30 April 2010 on the Polish Academy of Sciences the positions of assistant, assistant professor, full professor, associate professor, visiting professor, the head of laboratory and the head of the department at the Institute of Pharmacology PAS are filled by means of a competition announced by the Director of the Institute.

§ 2

1. A competition for a research and managerial position at the Institute of Pharmacology Polish Academy of Sciences (IP PAS) shall be launched based on a written request submitted by the head of the organisational unit to the director of the institution or upon director's initiative.
2. A written request submitted by the head of the organisational unit shall include information on vacancies or the means of financing employment from external sources.
3. The decision on opening a competition shall be made by the Director of the Institute.

4. A competition is announced by the Director of the Institute by posting information on the website of the Public Information Bulletin of the Minister competent for science, the European Commission's website in the European portal for mobile researchers and IP PAS website. Additionally, it is permissible to post competition notices in newspapers, scientific journals with global reach and websites run by scientific societies, both in Polish and English.
5. A competition notice shall include essential information on the vacancy and conditions to be met by candidates, in particular:
 - 1) position that the competition applies to, including the scope of tasks,
 - 2) organisational unit in the institute where a researcher shall be employed, a surname of the head of the organisational unit,
 - 3) minimum requirements for candidates,
 - 4) list of mandatory documents,
 - 5) procedure, place and deadline for submitting documents, not shorter than fourteen working days of the date of opening a competition, information on the possibility/necessity of inviting a candidate to present own research in public,
 - 6) deadline for concluding a competition and announcing the results, not longer than two months of the date of opening a competition.
6. A competition opens on the date of posting information on the website of the Public Information Bulletin of the Minister competent for science.

§ 3

1. The Selection Committee, hereinafter referred to as "committee" shall consist of at least 3 members.
2. Members of the committee, including its head, are appointed by the Director of the Institute in a separate selection process for each competition. Mandatory members of the committee shall include: the Director of the Institute or her/his representative, the Head of the Scientific Council Committee for Research Staff at IP PAS or her/his representative, and the head of the organisational unit submitting a written request to initiate the recruitment process or other person appointed by the head representing that unit.

§ 4

1. The committee, promptly after the expiry of a deadline for document submission, shortlists candidates who satisfy requirements set out in a competition notice.
2. A failure to submit mandatory documents shall result in the exclusion from a competition.
3. In justified cases the committee may ask candidates to submit missing documents.
4. After taking actions referred to in point 1, the committee takes a decision on conducting job interviews with candidates, provided that it is necessary or stipulated in the terms and conditions of a competition.
5. After conducting the competition procedure, the committee shall produce and submit to the Director of the Institute a recommendation for employing a selected candidate.
6. The actions referred to in points 1-4 shall be recorded in the form of the minutes.

§ 5

1. The opinion of the committee is taken by means of issuing a resolution adopted in a secret ballot by an absolute majority of votes.

§ 6

1. The Director of the Institute concludes a competition.
2. The Director of the Institute is responsible for notifying all candidates of the competition results.
3. The employment relationship shall be established no later than 14 days of the date of announcing competition results and considering appeals, unless the competition results interfere with the organisational structure of IP PAS – in that case a deadline for entering into an employment contact shall not exceed two months.
4. Candidates hold the right to appeal against the Director's decision within 7 days. The appeals are considered by the Scientific Council at the Institute of Pharmacology PAS in Kraków or the Presidium. The decisions are reached in a secret ballot by an absolute majority of votes.

§ 7

The candidates hold the right to familiarise with the content of the minutes and resolutions issued by the committee.

§ 8

In the event of a failure to select a candidate, the competition shall be closed and the Director of the Institute may announce another competition, pursuant to § 1, with candidates taking part in a previous competition being admitted to the next one.

§ 9

In the case of competitions for the positions of full and associate professors, terms and conditions set forth herein shall apply, with the provision that:

1. A deadline for concluding a competition, specified in a competition notice, can be extended to maximum 3 months of the date of opening a competition.
2. The function of the head of the committee can be fulfilled only by a person holding the academic title of professor and employed on the position of full professor, and the majority of the selection committee shall constitute persons employed on the positions of full professors, who are experts in the same academic discipline as a candidate or related one.
3. In the case of competitions for the positions of full and associate professors, it is permissible to appoint external experts to the Selection Committee who satisfy criteria defined hereinabove but are not employed at IP PAS.
4. In the case of candidates for the positions of full and associate professors, following the consultations with the Scientific Council, the Director of the Institute may submit an application to the President of PAS to appoint full or associate professor at IP PAS, or the director shall employ a candidate based on the employment contract only without President's appointment.

§ 10

1. The appointment of the heads of the organisational units by the Director of the Institute is preceded by a competition announced by the Director of the Institute. The scope of the competition covers a presentation of the candidate's research work, scientific achievements. The Head of the Selection Committee presents a selected candidate's profile to the Director of the Institute. Prior concluding an employment contract, the Director of the Institute may ask the Scientific Council IP PAS to express an opinion about the candidate.
2. In the case of a competition for the position of the head of the organisational unit at the Institute, the Director may increase the number of members sitting on the selection committee and include in the committee members of the Scientific Council who are not employed at IP PAS.

§ 11

Consolidated text of the Regulations for holding competitions for research and managerial positions at the Institute of Pharmacology PAS in Kraków shall enter into force on the date of its adoption by the Scientific Council at the Institute of Pharmacology PAS in Kraków

Kraków, 21 June 2016

The Head of the Scientific Council at the Institute of Pharmacology PAS in Kraków	The Director of the Institute of Pharmacology PAS in Kraków
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Annex No. 2

Criteria for candidates applying for research positions recommended by the Board of Directors at the Institute of Pharmacology PAS and assessed by the Scientific Council Committee for Research Staff at the Institute of Pharmacology PAS effective of 1 January 2018

– COMPETITION FOR THE POSITION OF ASSISTANT – – CRITERIA FOR PROMOTION TO THE POSITION OF ASSISTANT –

The persons who satisfy requirements set forth in the Act on Polish Academy of Sciences of 30 April 2010 (J.L. of 26 April 2016, item 572, Chapter 8, Art. 87-89, 92) and criteria defined by the Scientific Council Committee for Research Staff at the Institute of Pharmacology PAS shall be admitted to take part in a competition.

REQUIREMENTS:

- holding a doctoral or Master's degree (or other equivalent degree)

- opinion of a Master's, doctoral thesis advisor or the head of the department as to the candidate's qualifications and suitability to undertake research work, and in the case of a candidate who does not hold a doctor's degree, the information on possibility to obtain one
- distinctive research activities (publications, lectures, projects, research internships)
- knowledge of pharmacology or related sciences as well as research methods utilized on a given position
- impeccable ethical conduct.

SCOPE OF DUTIES:

- development of the research activities in line with a scientific profile of the department
- planning and conducting research
- research data analysis and proper archiving
- designing research projects and acquiring funds for research
- strict compliance with the code of professional ethics at PAS
- conformity with the regulations and instructions effective at PAS

DOCUMENTS:

- application for employment on the above-mentioned position
- personal data form for applicants
- scientific CV
- copy of a Master's and/or doctoral diploma
- opinion of a Master's/doctoral thesis advisor or the head of the department
- scientific self-portrait
- list of candidate's scientific outputs with a concise bibliometric analysis (according to a template available on IP PAS website)
- list of publications and conference communications
- list of research grants supervised by a candidate or that candidate participated in, including research results
- certificate confirming the knowledge of the English language, provided that the candidate holds one
- declaration acknowledging that IP PAS shall be a primary place of employment in the case of winning a competition
- declaration on acknowledging and accepting the rules and regulations concerning intellectual property protection at IP PAS

**– COMPETITION FOR THE POSITION OF ASSISTANT PROFESSOR –
– CRITERIA FOR PROMOTION TO THE POSITION OF ASSISTANT PROFESSOR –**

The persons who satisfy requirements set forth in the Act on Polish Academy of Sciences of 30 April 2010 (J.L. of 26 April 2016, item 572, Chapter 8, Art. 87-89, 92) and criteria defined by the Scientific Council Committee for Research Staff at the Institute of Pharmacology PAS shall be admitted to take part in a competition.

REQUIREMENTS:

- holding at least a doctor's degree
- distinctive research activities (publications, lectures, projects, research internships; total impact factor for original manuscripts published after obtaining a doctoral degree and not connected with a doctoral dissertation of at least 30 IF or 270 MNISW points)
- opinion of the head of the department as to the candidate's promotion, and in the case of a candidate holding a doctor's degree, the information on possibility to obtain habilitation
- knowledge of pharmacology or related sciences as well as research methods utilized on a given position
- experience in conducting research in cooperation with other research units
- experience in supervising grants
- impeccable ethical conduct.

SCOPE OF DUTIES:

- development of the research activities in line with a scientific profile of the department
- undertaking teaching activities, including acting in the capacity of a BA, Master's or doctoral thesis advisor
- planning and conducting research
- research data analysis and proper archiving
- designing research projects and acquiring funds for research
- strict compliance with the code of professional ethics at PAS
- conformity with the regulations and instructions effective at PAS

DOCUMENTS:

- application for employment on the above-mentioned position
- personal data form for applicants
- scientific CV
- copy of a doctoral diploma
- opinion of a doctoral thesis advisor or the head of the department
- scientific self-portrait
- list of publications and the copies of 3 original manuscripts published after obtaining a doctoral degree
- list of candidate's scientific outputs with a concise bibliometric analysis (according to a template available on IP PAS website)
- list of publications and conference communications
- list of research grants supervised by a candidate or that candidate participated in, including research results
- research internships in reputed research centres
- certificate confirming the knowledge of the English language, provided that the candidate holds one
- declaration acknowledging that IP PAS shall be a primary place of employment in the case of winning a competition
- declaration on acknowledging and accepting the rules and regulations concerning intellectual property protection at IP PAS

– COMPETITION FOR THE POSITION OF ASSOCIATE PROFESSOR –
– CRITERIA FOR PROMOTION TO THE POSITION OF ASSOCIATE PROFESSOR –

The persons who satisfy requirements set forth in the Act on Polish Academy of Sciences of 30 April 2010 (J.L. of 26 April 2016, item 572, Chapter 8, Art. 87-89, 92) and criteria defined by the Scientific Council Committee for Research Staff at the Institute of Pharmacology PAS shall be admitted to take part in a competition.

REQUIREMENTS:

- holding a degree of habilitated doctor or the title of professor
- distinctive scientific achievements in a given field (total impact factor of 150 IF or 1300 MNiSW points, lectures on scientific conferences)
- documented teaching achievements, including one completed doctoral dissertation
- experience in managing a research team
- at least one review of a doctoral or habilitation dissertation
- documented achievements regarding management of research activities (supervising grants, organising conferences and/or scientific sessions)
- experience in conducting research in cooperation with other research units
- impeccable ethical conduct.

SCOPE OF DUTIES:

- development of the research activities in line with IP PAS mission
- undertaking teaching activities, including acting in the capacity of a BA, Master's or doctoral thesis advisor
- designing research projects and acquiring funds for research
- designing, conducting and supervising research
- strict compliance with the code of professional ethics at PAS
- conformity with the regulations and instructions effective at PAS

DOCUMENTS:

- application for employment on the above-mentioned position
- personal data form for applicants
- scientific CV
- copy of a habilitation diploma or the act of granting the title of professor
- scientific self-portrait
- list of publications and the copies of 5 original manuscripts published after habilitation supervised by a candidate
- list of research grants supervised by a candidate or that candidate participated in, including research results
- research internships in reputed research centres
- list of candidate's scientific outputs with a concise bibliometric analysis (according to a template available on IP PAS website)
- list of candidate's teaching and organisational achievements
- declaration acknowledging that IP PAS shall be a primary place of employment in the case of winning a competition

- declaration on acknowledging and accepting the rules and regulations concerning intellectual property protection at IP PAS

– COMPETITION FOR THE POSITION OF FULL PROFESSOR –
– CRITERIA FOR PROMOTION TO THE POSITION OF FULL PROFESSOR –

The persons who satisfy requirements set forth in the Act on Polish Academy of Sciences of 30 April 2010 (J.L. of 26 April 2016, item 572, Chapter 8, Art. 87-89, 92) and criteria defined by the Scientific Council Committee for Research Staff at the Institute of Pharmacology PAS shall be admitted to take part in a competition.

REQUIREMENTS:

- holding the title of professor
- distinctive scientific achievements in a given field (total impact factor of 200 IF or 1800 MNiSW points, lectures on scientific conferences)
- documented teaching achievements, including two completed doctoral dissertations
- experience in managing a research team
- at least three reviews of doctoral or habilitation dissertations
- documented achievements regarding management of research activities (supervising grants, organising conferences and/or scientific sessions)
- experience in conducting research in cooperation with other research units
- impeccable ethical conduct.

SCOPE OF DUTIES:

- development of the research activities in line with IP PAS mission
- undertaking teaching activities, including acting in the capacity of a BA, Master's or doctoral thesis advisor
- designing research projects and acquiring funds for research
- designing, conducting and supervising research
- strict compliance with the code of professional ethics at PAS
- conformity with the regulations and instructions effective at PAS

DOCUMENTS:

- application for employment on the above-mentioned position
- personal data form for applicants
- scientific CV
- copy of the act granting the title of professor
- scientific self-portrait
- list of publications and the copies of 10 best manuscripts published after habilitation supervised by a candidate
- list of research grants supervised by a candidate or that candidate participated in, including research results
- research internships in reputed research centres
- list of candidate's scientific outputs with a concise bibliometric analysis (according to

- a template available on IP PAS website)
- list of candidate’s teaching and organisational achievements
- declaration acknowledging that IP PAS shall be a primary place of employment in the case of winning a competition
- declaration on acknowledging and accepting the rules and regulations concerning intellectual property protection at IP PAS

Annex No. 3

INSTITUTION: Institute of Pharmacology of the Polish Academy of Sciences (IP PAS)

LOCATION: Kraków

POSITION:

THE NUMBER OF VACANCIES:

SCIENTIFIC DISCIPLINE:

POSTING DATE:

DEADLINE FOR SUBMITTING APPLICATIONS:

WEBSITE: <http://www.if-pan.krakow.pl/>

KEY WORDS:

Requirements:

Scope of duties:

Required documents:

Applications shall be sent by mail to the address of the Secretary Office of the Jerzy Maj Institute of Pharmacology Polish Academy of Sciences (31-343 Kraków, ul. Smętna 12) with the note: “Competition for the position of” or by e-mail: ifpan@if-pan.krakow.pl.

Competition posting date:

Deadline for submitting applications:

Deadline for concluding the competition:

Annex No. 4

Kraków, (date)

**Minutes from the seating of
the Selection Committee regarding the competition
for the position of
in the Department
of the Jerzy Maj Institute of Pharmacology of the Polish Academy of Sciences
of (date)**

In view of the expiry of a deadline for submitting documents on (date), the Selection Committee appointed by the Director of the Jarzy Maj Institute of Pharmacology of the Polish Academy of Sciences (Resolution No.), composed of:

The Head –

Members –

acknowledges that candidates participated in the competition.

The list of candidates with their profiles.

Assessment of meeting formal and substantive requirements by candidates.

Voting results.

Signatures of the Selection Committee members

Attachments:

- 1) Attendance list,
- 2) Ballot papers,
- 3) Candidates' applications.

ANNEX No. 5

Resolution of the Selection Committee no.
regarding the competition
for the position of
in the Department
of the Jerzy Maj Institute of Pharmacology of the Polish Academy of Sciences
of (date)

The Selection Committee has taken a resolution in a secret ballot

The Selection Committee recommends (candidate's name and surname) for the position of in the Department of the Jerzy Maj Institute of Pharmacology of the Polish Academy of Sciences.

Signatures of the members of the Selection Committee